DOCUMENT RESUME

ED 240 060 SP 022 590

TITLE Staff Development Plan.
INSTITUTION Menlo Park City School District, Calif.
PUB DATE 84
NOTE 3p.
PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Demonstration Programs; Elementary Education; *Inservice Teacher Education; *Needs Assessment; Program Descriptions; School Districts; *Staff Development; Staff Utilization; *Teacher Participation

ABSTRACT

THE FOLLOWING IS THE FULL TEXT OF THIS DOCUMENT: Believing that the knowledge and expertise of the District's staff are essential in the strength of the District as an effective educational institution, the Menlo Park City School District expanded its current staff development plan to be more consistent with current knowledge on the characteristics of effective teacher inservice. The 1983-84 Inservice Plan is outstanding in its provision of staff options for participation and in its response to research on effective inservice. Knowing that research indicates more staff support from programs which they have helped to design and implement, the District organized an initial meeting with 16 teachers at the end of August 1983. From that meeting, a planning committee met to develop six objectives for the 1983-84 Staff Development Plan. The Planning Committee also developed a timeline for inservice, and procedures for obtaining total staff feedback on suggested inservice. On November 18, the Committee specified categories for District inservice based on ideas generated through grade level and faculty meetings held in all four schools in early November: (1) District Project: Meeting Needs of Low Achievers: Because of a District-wide need, a consultant and small group meetings on teaching strategies and learning styles are scheduled for staff members in January 1984. (2) Small Group Interest Meetings; Individual Projects, including Conference Attendance: The District has developed a Proposal Form which can be used by individuals or groups of teachers to request inservice on particular topics which they have suggested. (3) Staff Resources/Expertise: The Curriculum and Instruction Committee has developed a procedure called T3, (Teachers Teach Teachers) where staff members present inservice to interested volunteers. (4) School Climate; Stress: Two sub-committees of the Planning Committee will identify and schedule outside consultants who will work with staff members on strategies for reducing teacher isolation, strengthening positive reinforcement, and time management techniques. (5) Alternative Ways to Provide Time for Inservice: A sub-committee of teachers will research ways to provide time for inservice activities. The 1983-84 Plan also includes: (a) using portions of regularly-scheduled faculty meetings; (b) holding grade level or special interest meetings; and (c) providing released time. Menlo Park is pleased to nominate its Staff Development Plan as an outstanding program. This document was selected by the Associaton of California School Administrators (ACSA) Task Force on Public Confidence as descriptive of a promising practice or exemplary project worthy of highlighting for the California educational community. (Author)

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Staff Development Plan

Menlo Park City School District
Menlo Park, California

This document was selected by the Association of California School Administrators (ACSA) Task Force on Public Confidence as descriptive of a promising practice or exemplary project worthy of highlighting for the California educational community.

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OUTSTANDING PROGRAM DESCRIPTION FORM

Name of School, District or Agency Menlo Park City School District Grade Levels K-8

Address 1102 Elder, Menlo Park, Ca. 94025 Telephone (415) 321-7140

City Menlo Park, Ca. State Ca. Zip 94025

Name of Contact Person Marilyn Franklin ACSA Region

Name of Course, Program, Project or Policy Staff Development Plan

Date of Operation of Program or Project 1983-84

In 300 words or less please describe your program specifically enough for others to follow. Please include your program's
(1) primary purpose (how it benefits students)
(2) participants (grade levels of students, professional staff, community persons, etc)
(3) evaluation data (if available)

Believing that the knowledge and expertise of the District's staff are essential in the strength of the District as an effective educational institution, the Menlo Park City School District expanded its current staff development plan to be more consistent with current knowledge on the characteristics of effective teacher inservice. The 1983-84 Inservice Plan is outstanding in its provision of staff options for participation and in its response to research on effective inservice.

Knowing that research indicates more staff support from programs which they have helped to design and implement, the District organized an initial meeting with 16 teachers at the end of August, 1983. From that meeting, a planning committee met to develop 6 objectives for the 1983-84 Staff Development Plan. The Planning Committee also developed a timeline for inservice, and procedures for obtaining total staff feedback on suggested inservice. On November 18, the Committee specified categories for District inservice based on ideas generated through grade level and faculty meetings held in all four schools in early November:

1. District Project: Meeting Needs of Low Achievers:
   Because of a District-wide need, a consultant and small group meetings on teaching strategies and learning styles are scheduled for staff members in January, 1984.
2. Small Group Interest Meetings; Individual Projects, including Conference Attendance:
   The District has developed a Proposal Form which can be used by individuals or groups of teachers to request inservice on particular topics which they have suggested.
3. Staff Resources/Expertise:
   The Curriculum and Instruction Committee has developed a procedure called T^3, (Teachers Teach Teachers) where staff members present inservice to interested volunteers.
4. School Climate; Stress:
   Two sub-committees of the Planning Committee will identify and schedule outside consultants who will work with staff members on strategies for reducing teacher isolation, strengthening positive reinforcement, and time management techniques.
5. Alternative Ways to Provide Time for Inservice:
   A sub-committee of teachers will research ways to provide time for inservice activities. The 1983-84 Plan also includes: a) using portions of regularly-scheduled faculty meetings; b) holding grade level or special interest meetings; and c) providing released time.

Menlo Park is pleased to nominate its Staff Development Plan as an outstanding program.

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NAME Marilyn Franklin DATE 1/5/84

Enclose supporting or descriptive materials and return to ACSA Public Confidence Task Force, Public Relations Department, 1517 L Street, Sacramento, CA 95814.